

KENT COUNTY DEPARTMENT OF AERONAUTICS  
GERALD R. FORD INTERNATIONAL AIRPORT

**Airport Development Proposal & Business Plan Requirements**

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1. Name of principals and/or holding company. Include short resume of all principals.
2. Intended scope of operation and/or development (include list of services to be offered).  
Business plan for proposed operation including any marketing analysis.
3. Amount of land to be leased.
4. Site plan in accordance with Airport Layout Plan and land use requirements.
5. Number and type of aircraft that will be provided, if part of business plan.
6. Equipment and special tooling to be provided, if any.
7. Number of persons to be employee (full and part time).
8. Short resume of the manager of the business (if different from "1" above) including this person's experience and background in managing a business of this nature.
9. Periods (days and hours) of proposed operation.
10. Building plans – plan and profile.
11. Construction cost estimate.
12. Construction schedule.
13. List of any prospective sub-tenants and uses.
14. Evidence of financial responsibility to perform project and operation, including audited financial statement.
15. Amounts and types of insurance coverage to be maintained.
16. Statement of past work experience in conducting proposed operation and construction.
17. List of four references.
18. Evidence of the projections for the first year and the succeeding 4 years.
19. Marketing plan to include methods to be used to attract new business (advertising and incentives).
20. Amenities to be provided to attract business.
21. Plans for physical expansion, if business should warrant such expansion.